

Approved For Release 2003/04/29 : CIA-RDP84-00780R002100180010-1

TO:		DATE
Mr. Bannerman via		24 April 1968
ROOM NO.	BUILDING	
REMARKS:		
<p>Recommend your initials and signature.</p> <p style="text-align: right;"><i>HM.</i> HM</p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

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DD/S 68. 2024

19 APR 1968

MEMORANDUM FOR: Chief, Support Services Staff, DD/S  
THROUGH : <sup>JWC</sup> Deputy Director for Support APR 26 1968  
SUBJECT : Headquarters Handbook -- Procedures for Domestic  
Courier Operations  
REFERENCE : Memo dtd 28 Dec 67 fr ExDir-Compt to Deputy  
Directors, subj: Inspector General Survey of  
the Security of CIA Courier Systems

25X1 1. The attached proposed Headquarters Handbook was prepared in compliance with instructions of the Executive Director-Comptroller contained in the referenced memorandum. The task force which prepared the manual was chaired by Mr. William [redacted] Office of Logistics. The concurrence of each member representing the Offices concerned appears below. No further coordination is considered necessary.

2. The Handbook is designed for use as a reference to the policies and procedures of the domestic courier services. It was not feasible to incorporate into one handbook all details of procedural and operational situations which a courier might encounter. The Directorates which operate courier services may augment the instructions contained therein with special instructions.

3. It is requested that the manual be published as an official Headquarters Handbook as a part of the Security category.

Signed: George E. Meloon

George E. Meloon  
Director of Logistics

Att

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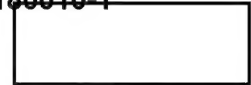
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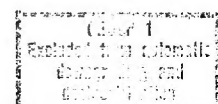
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PROCEDURES FOR  
DOMESTIC COURIER OPERATIONS

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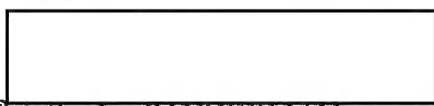
FOREWORD

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## FOREWORD

This Handbook is designed as a basic document to implement Agency policies and regulations pertaining to the operation of a domestic courier service. The procedural guidance is general in nature and does not cover in detail the wide variety of operational problems that might be encountered. Since the guidance is general, various Agency components operating specialized courier services may wish to augment this Handbook with additional and specific guidance. Incidents or problems outside of the general guidelines presented in this Handbook should be referred to the Office of Security.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

   
R. L. BANNERMAN  
Deputy Director  
for Support

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APR 26 1968

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## CHAPTER I: GENERAL

### 1. PURPOSE

This Handbook provides procedural guidance required to implement the policies and regulations pertaining to domestic courier service. Guidance is primarily directed to full-time couriers assigned to Agency domestic courier services but is also intended for the use of other Agency employees who are, from time-to-time, designated as emergency couriers. While many of the basic procedures have obvious application to overseas courier operations and internal Agency messenger services, this Handbook applies to domestic courier operations only.

### 2. SCOPE OF DOMESTIC COURIER OPERATIONS

The Agency courier service includes courier operations in six organizational elements employing approximately  persons and serving over  delivery points.

These courier operations are integral to the following Offices:

National Photographic Interpretation Center

Office of Special Projects

Office of Special Activities

Office of Security

Office of Current Intelligence

Office of Logistics

### 3. IMPORTANCE OF COURIERS

The courier occupies a position of special trust and plays an important role in the shaping of events. Information received by any element of Government that affects the national interest must be securely and quickly placed in the hands of the proper authorities. Even in this age of electronics, the basic means of transmission of sensitive information is by the safe hands of a courier. The fact that material has been entrusted to a courier is one indication of its sensitivity. An efficient, secure courier service operation is absolutely essential to the proper functioning of this Agency.

### 4. ESSENTIAL CHARACTERISTICS OF THE COURIER

Requirements for character, reliability, and neatness are very high for a courier. The courier must be alert, cooperative, courteous, and capable of working long hours, frequently under stress. He must be flexible in his habits to adjust to changing workload and irregular working hours. In some instances the courier will have personal contact with key persons at the top echelons of Government. He must be able to act with tact and diplomacy to enforce the security requirements of the material entrusted to him. His work takes him into public areas and offices of high officials of the Government. Impressions formed by one unkempt or untidy courier can reflect unfavorably on the entire Agency. An alert, courteous, and neat courier who goes about his work in a quiet, businesslike manner creates an immediate good impression and frequently will draw favorable comment for the courier service and the Agency as a whole.



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##### 5. CAREER OPPORTUNITIES

The position of a courier offers a unique opportunity to learn the organizational structure of the Agency. The courier acquires a wide range of knowledge of other organizational elements of the Government with which he has frequent contacts. He has an excellent opportunity to demonstrate ability and character. Numerous personal contacts are made in performance of daily duties. The courier is exposed to certain administrative procedures which enhance his professional value to the Agency. Service as a courier provides an excellent foundation on which to build a permanent career with the Agency.

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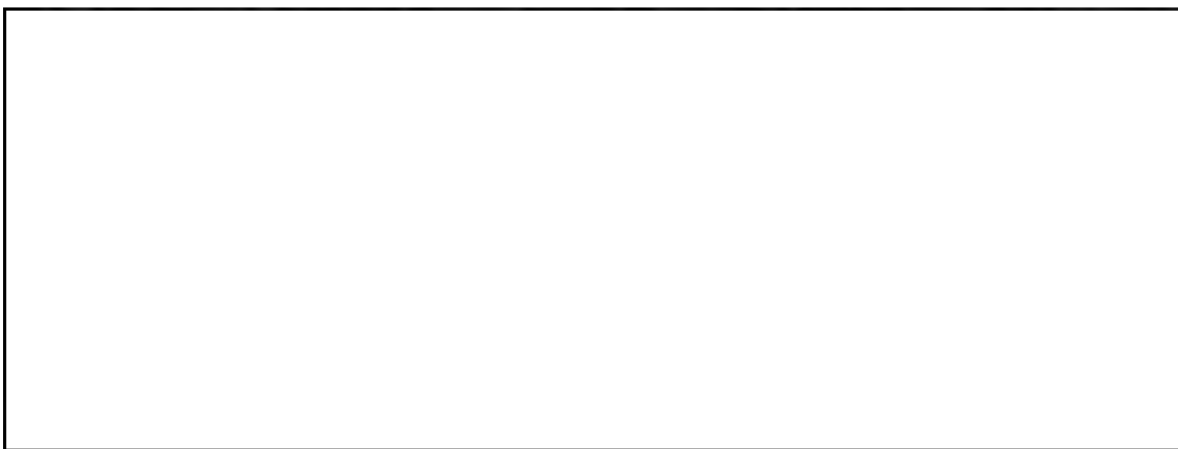
## CHAPTER II: SECURITY

1. IMPORTANCE OF STRICT SECURITY TO THE MISSION OF THE AGENCY
  - a. An intelligence agency must function in accordance with strict security standards in order to fulfill its mission effectively. The maximum standards of security, compatible with operating procedures, must always be observed and practiced. This concept of security applies to all persons connected with CIA and to personnel whose duties are performed within the United States, as well as those assigned overseas.
  - b. Couriers who transport classified information must assume individual responsibility for maintaining the strict security standards necessary to protect the broad scope of the Agency's mission, as well as the particular material in transit. Couriers responsible for the transmission of classified material are a vital part of the communications system of the Intelligence Community as a whole. In this connection, they should be fully aware that opposition intelligence services consider the activities of CIA as a priority target. One of the most important specific targets is our system of communications. This most definitely includes those communications which we employ domestically.
  - c. It should be emphasized that opposition intelligence services have both the manpower and the capability to undertake operational activity in the United

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States and are constantly attempting to probe any weaknesses and mistakes we make. To offset this effort each individual must maintain the maximum security standards applicable to his function. We can expect the opposition services to take advantage of any tendency on our part to become tired, bored, to cut corners because it is expedient, or to be just plain careless, because all such characteristics are easily recognizable human failings.

- d. Opposition intelligence services have targeted on United States Government couriers in the past and undoubtedly will continue to do so. Blackmail is a common weapon in such operations and, thus, a courier must be particularly careful to avoid conduct which might make him vulnerable in this respect. He should report to his supervisor immediately any suspected blackmail attempt. While the hazard of a hit-and-run attack of the purse-snatching type



## 2. SECURITY CLASSIFICATIONS

- a. Couriers must be familiar with the significance of classification markings in terms of their definition by regulation. These definitions have been condensed for the purpose of this Handbook:

- (1) TOP SECRET is "information or material which requires the highest degree of protection." The unauthorized disclosure of this material could result in exceptionally grave damage to the nation. It could lead to a definite break in diplomatic relations affecting the defense of the United States; provoke an armed attack against the United States or its allies; provoke a war; compromise military or defense plans, intelligence operations, or technological developments vital to the national defense. Typical of such documents are war plans, intelligence documents which reveal a major intelligence effort on the part of the United States, documents which could permit the identification of a clandestine agent or agents or which could permit an evaluation by unauthorized persons of the success obtained by, or the capabilities of, our intelligence services.
- (2) SECRET information is that which, if disclosed to unauthorized persons, could jeopardize the international relations of the United States, endanger the effectiveness of a program or policy of vital importance to the national defense, result in the compromise of important military or defense plans or scientific or technological developments important to a foreign nation in enabling it to cause serious injury to the national defense or intelligence effort of the United States.

- (3) CONFIDENTIAL information is information the unauthorized disclosure of which could be prejudicial to the defense interests of the nation or the intelligence activities of the nation. Examples of this category would be information regarding the contents of reports of investigations and documents of an intelligence nature which could be of value but not of vital interest to a foreign country.
- b. Special intelligence or compartmental information must be transmitted in accordance with special handling instructions. It is the responsibility of the Agency component originating the material to provide the courier service with necessary instructions.
- c. Security classifications are assigned by the originator, and the courier must always proceed on the assumption that the originator applies the classification in a strict and meaningful way.
3. PROTECTION OF INTELLIGENCE SOURCES
- a. The requirement placed upon the Agency for "Protection of Intelligence Sources and Intelligence Methods from Unauthorized Disclosure" is a mandate contained in the Central Intelligence Agency Act of 1949 and, as such, is a legal responsibility placed upon CIA. Often a source or method utilized to obtain intelligence information is extremely sensitive in and of itself. Sources and methods are developed at great effort and expense and are vital to the conduct of successful intelligence operations. They must be given the highest degree of protection

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possible by all personnel in the Agency. In some instances the inadvertent disclosure of a particular bit of intelligence to unauthorized persons could lead to the compromise and loss of a source.

- b. Couriers performing their daily functions are part of a total chain of collective effort to protect intelligence sources or intelligence methods. It must be assumed at all times that the contents of pouches, briefcases, or other containers, should they fall into the hands of the opposition, could result in a serious break in the chain of protection of intelligence sources and methods.
- c. Couriers will report to their supervisors any unusual incidents or conditions that they note in the course of their official travels.

## CHAPTER III: CONTROL AND TRANSMISSION OF CLASSIFIED MATERIAL

## 1. GENERAL

The procedures described herein apply to all domestic courier operations of the Agency. Augmenting instructions of the various organizational components operating courier services is the responsibility of each element concerned.

## 2. REGULATIONS

All couriers must be familiar with the contents of this Handbook and the following directives:



Transmission of Classified Documents Outside CIA

Transmission of Classified Documents Within CIA

Authorization and Control of Firearms Issued for the Protection  
of Classified Documents and Sensitive Materials

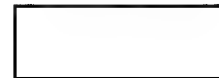
## 3. PROCEDURES

## a. CLASSIFIED MATERIAL - GENERAL

When handling any type of classified material, the courier will:

- (1) Note on the reverse side of the receipt form, Form 140, Courier Receipt and Log Record (Figure 1), any material received in damaged condition and see that the material is then rewrapped for delivery.
- (2) Assure that the recipient's signature on the receipt form is legible. If it is not, the courier will print the recipient's name on the back of the

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receipt. The signature must be complete. Initials are not sufficient.

Assure that the date of delivery is included on the receipt form.

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b. TOP SECRET MATERIAL - GENERAL

In addition to following the applicable procedures prescribed in subparagraph 3a above, when handling TOP SECRET material, the courier will:

- (1) Sign the required number of receipt forms, Form 240a, Courier's Classified Mail Receipt. The multiple signature type receipt form will be signed by each individual who handles the material.
- (2) Check to see that the correct date is on the receipt form and that the address on the receipt corresponds to that shown on the envelope.
- (3) When completing delivery, make certain that the recipient is aware that the material is classified TOP SECRET.
- (4) Be accompanied by another Agency courier or, in lieu thereof, another cleared Agency employee at all times.

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j. COMMUNICATIONS

The two-way radio will be used to communicate between the courier(s) and the appropriate dispatcher. When using the radios the individuals involved will use the security code prescribed by their branch. It is imperative that users observe the strict FCC regulations governing the use of citizens band radios. Operating hours are determined by the branch operating the courier services. Classified information will not be discussed near the microphone while the circuit is open.

k. VEHICLE OPERATION

- (1) Couriers will transport classified material in official motor vehicles.
- (2) Vehicles will be operated in a manner to conform with all traffic regulations.
- (3) In case of accident the courier will immediately notify his supervisor by radio or by telephone. Assistance can be obtained at any time of the day or night by calling the Office of Security, 351-6161. The courier should not hesitate to enlist the assistance of any Agency employee in the event of an accident; such assistance including transportation, delivery of messages, or simply standing by until local authorities or the Office of Security arrives on the scene. In such circumstances the courier should, of course, first ask to see the employee's badge.

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<b>CENTRAL INTELLIGENCE AGENCY</b>		<b>NOTICE TO RECIPIENT</b>		<b>COURIER REC. NO.</b>	
<b>DOCUMENT RECEIPT</b>		Sign and Return as Shown on Reverse Side			
SENDER OF DOCUMENT(S)			ROOM	BLDG.	DATE DOCUMENT
<b>DESCRIPTION OF DOCUMENT(S) SENT</b>					
CIA NO.	DOCUMENT DATE	COPIES	DOCUMENT TITLE	ATTACHMENTS	
<b>RECIPIENT</b>					
ADDRESS OF RECIPIENT			SIGNATURE (ACKNOWLEDGING RECEIPT OF ABOVE DOCUMENT)		
			OFFICE	DATE OF RECEIPT	

FORM 12-61 **615**

USE PREVIOUS EDITIONS

Figure 1

**SECRET**

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## REGISTERED MATERIAL TRANSFER CERTIFICATE AND SEMI-ANNUAL REPORT

☐ TRANSFER CERTIFICATE☐ SEMI-ANNUAL REPORT

TO: (Designation, mailing address of receiving activity)

FROM: (Designation, mailing address of transferring activity)

OFFICE OF RECORD

COURIER RECEIPT NO.

Page of Pages

SHORT TITLE

NO. OF ITEMS

REGISTER NO. OF ITEMS

REMARKS

## CERTIFICATIONS

I CERTIFY THAT I HAVE THIS DATE RECEIVED AND HOLD MYSELF RESPONSIBLE FOR THE REGISTERED MATERIAL LISTED ABOVE.

I CERTIFY THAT I HAVE TRANSFERRED THE REGISTERED MATERIAL LISTED ABOVE.

SIGNATURE OF OFFICER RECEIVING MATERIAL

SIGNATURE OF OFFICER TRANSFERRING MATERIAL

TYPED NAME OF OFFICER RECEIVING MATERIAL

TYPED NAME OF OFFICER TRANSFERRING MATERIAL

DATE MATERIAL RECEIVED

DATE MATERIAL TRANSFERRED

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ALL CORRECTIONS MUST BE INITIALED IN INK

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FROM	NO. <b>C269659</b>
	DATE
TO:	TYPE OF MATERIAL
	ENVELOPE (S)
	PACKAGE (S)
	OTHER
ORIGINATOR: DO NOT COMPLETE THIS COPY BELOW THIS LINE. REMOVE THIS COPY IF LOG DATA IS TO BE ADDED ON COPIES 2 AND 3. INSERT ONLY THIS COPY IN THE WINDOW POCKET, OR ATTACH SECURELY TO ENVELOPE OR PACKAGE WITHOUT A WINDOW POCKET.	
SIGNATURE OF RECIPIENT (NOT INITIALS)	DATE AND TIME OF RECEIPT

## COURIER'S RECEIPT

1

FORM  
6-60

240

USE PREVIOUS  
EDITIONS

(24-25)

## COURIER RECEIPT AND LOG RECORD

LOG DATA	DATE AND TIME OF PICK-UP
	COURIER'S INITIALS
	ORIGINATING OFFICE LOG
FROM	NO. <b>C269656</b>
	DATE
TO:	TYPE OF MATERIAL
	ENVELOPE (S)
	PACKAGE (S)
	OTHER
LOG DATA	

Figure 3

SECRET

3



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ODLS REGISTRY  
FILE DM2-1

27 MAR 1968

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Headquarters Handbook for Domestic Courier Operations

REFERENCE : Memo dtd 28 Dec 67 fr ExDir-Compt to Deputy Directors, subj: Inspector General Survey of the Security of CIA Courier Systems

1. This memorandum contains information for the Executive Director-Comptroller.

2. In the referenced memorandum you asked that I undertake action to convene a working group, under a chairmanship selected by me, to develop a Headquarters Handbook covering all phases of Agency courier activity. You further requested that a report of progress be given to you within ninety days of the date of the referenced memorandum.

3. I am most pleased to inform you that the Handbook entitled "Procedures for Domestic Courier Operations" has been completely developed and has received the concurrence of the appropriate representative of each of the four Operating Directorates. The completed Handbook is now being reviewed to insure grammatical accuracy and adherence to established Agency format. I anticipate receipt of a final version of it within approximately two weeks and will undertake the necessary action to have it published and disseminated.

SIGNED R. L. Bannerman

Distribution:

Orig. - Addressee

2 - DD/S Chrono. Subject

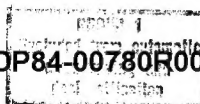
1 - OL Files (Official)

1 - ER

R. L. Bannerman  
Deputy Director  
for Support

DD/L:JFBlake:bms [ ] (27 Mar 68)

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DD/S 68-0118

11 JAN 1968

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Inspector General Survey of the Security  
of CIA Courier Systems

REFERENCE : Memo dtd 28 Dec 67 to DD/L, DD/P, DD/S&T,  
DD/S frm Ex. Dir.-Compt. ; Same subject

1. In referent memorandum you ask that I appoint a chairman and a member to the committee which will prepare the Headquarters Handbook covering all phases of Agency courier activity.

2. [ ] Office of Logistics, is my designee as chairman of the committee; and the Office of Security will be represented [ ]

3. The committee will submit a progress report no later than 28 March 1968.

SIGNED R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

cc: O/L, w-cy of ref (DD/S 67-6622) w/o AT  
O/S, w-cy of ref (DD/S 67-6622) w/o AT  
SPA/DDS:HM:klm (9 Jan 68)

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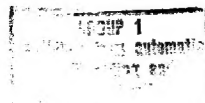
Orig - Adse

① DD/S Subject w/cy of ref memo (DD/S 676622)

1 - DD/S Chrono

cc - as noted

1 - SPA



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